



Office of Educational Technology

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How to Access the Office of Educational Technology Public File Server

(Note: These folders are only accessible from inside the SDP Firewall)

From Vista/Win7:

- Click on Start
- Click on All Programs
- Click on Accessories
- Click on Run
- Type in <\\files.edtech.philasd.org> or <\\170.235.4.32>
- Double click on the EdTech_Public folder or HomeDirs (for EdTech Staff Public folders)

From Windows XP:

- Click on Start.
- Click on Search.
- In the right side of the window that opens, where it asks "What do you want to search for?" click on Computers or People.
- When it asks "What are you looking for?" click on "A computer on the network."
- Type in the following: <files.edtech.philasd.org> or 170.235.4.32 and click the Search button.
- The server will show up in the window. (You can drag the server icon to your desktop to create a short cut so that you never have to perform the search again.)
- Double click on the server icon. When it opens you will see several folders. Double click on the EdTech_Public folder to open it and access its contents.

Alternatively (Win XP):

- Click on Start
- Click on Run
- Type in <\\files.edtech.philasd.org> or <\\170.235.4.32>
- Double click on the EdTech_Public folder or HomeDirs (for EdTech Staff Public folders)

From a Mac (OSX):

- Go to the Finder, Click on the Go menu.
- Select "Connect to Server"
- For server address enter either <files.edtech.philasd.org> or 170.235.4.32 and click the Connect button
- Select connect as "Guest"
- Double click on the EdTech_Public folder or HomeDirs (for EdTech Staff Public folders)